



POSITION DESCRIPTION

POSITION TITLE:	Senior Risk Advisor				
POSITION NO:	907002	CLASSIFICATION:	Band 7		
DIVISION:	Corporate Services				
BRANCH:	Risk and Safety				
UNIT:	Risk Management & Audit				
REPORTS TO:	Manager Risk and Safety				
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child-safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

The major objectives of the position are to:

- Provide guidance, advice and support to Risk and Control owners in regard to the performance of their Organisational Risk responsibilities in line with Council's Risk Management Framework.
- Develop, plan and implement Risk based projects/initiatives to improve the effective management of Organisational Risks.
- Provide support to organisational wide risk management program including participation in the identification and assessment of risks.
- Identify and report on changes to legislation, insurance markets and other associated changes which may affect or potentially affect Council.
- Maintain risk data and other statistical information to analyse trends and implement proactive programs.
- Input and guide effective co-ordination of liability and general insurance claims through liaison with claims management agencies, insurers and Council.
- Provide guidance, advice and support to relevant personnel with respect to

Business Continuity Plans.

ORGANISATIONAL CONTEXT

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base.

A major challenge is the establishment and ongoing reviewing of the People and Culture strategy with an emphasis on developing customer service and enhancing personal effectiveness and capability whilst ensuring that all legislative and regulatory requirements are complied with.

The Risk and Safety Branch forms part of the Corporate Services and Transformation Division, and contributes directly to the achievement of organisational goals for this Division. As a member of this branch the incumbent is required to pursue branch, divisional and corporate goals through effective team-work within the branch and with colleagues in other branches and divisions. Establishing sound working relationships with a range of internal and external parties, and developing sound policies, procedures, solutions and interventions is also required.

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Manager Risk and Safety
Direct Reports:	Nil
Internal Relationships:	The incumbent liaises with all Council employees, including the executive team & senior managers, and provides relevant professional advice, issue resolution and support.
External Relationships:	As necessary, the position may be required to liaise and maintain professional relationships with Government departments, Claims management agencies, Insurance brokers, Insurers and associations, key industry and business groups and professional bodies.

Key Responsibilities & Duties

The incumbent is responsible and accountable, but not necessarily limited to the following:

- Assist in developing and implementing Council's policies relating to Risk Management under the direction of the Manager Risk and Safety
- Assist in the development of Business Continuity Plans.
- Maintain a Council wide Risk Register to assist Risk and Control Owners in performing their risk management responsibilities including Strategic and Operational Risks
- Preparing regular reports on risk management issues and trends.
- Conduct risk assessments of Council facilities, assets and programs and provide suggested suitable treatments.
- Identify and assess Council's risk exposures in public liability and other business risks and develop control strategies to assist in managing these exposures.
- Lead the development and implementation of tailored strategies to prevent and reduce the consequences and likelihood associated with identified Risks
- Undertake audits of work locations and/or processes & reviews to ensure compliance with Council's Risk Management Framework requirements & legislative requirements and drive completion of resulting actions as required and identified.

- Analyse Organisational Risk / Public Liability & Claims statistics to identify trends and implement preventative strategies.
- Plan & implement Organisational Risk projects and systems to enable the effective management of Risk at Council.
- Develop and facilitate Organisational Risk training courses as required.
- Build effective relationships with internal clients and stakeholders and deliver a Business Partnership service to the Divisions & areas within your portfolio.
- Participate in the development and maintenance of Council's Risk Management framework documents and actively assist its implementation and embedding across Council.
- Comply with and keep abreast of any relevant legislation/standards applicable to the performance of the duties of this position.
- Ensure that Council personnel have been trained appropriately in the area of Risk Management in line with the expectations on their positions.
- Demonstrate leadership in reducing Yarra's emissions and building a climate resilient future by embedding climate considerations into all of Council's activities.

At Yarra Every Job is a Climate Job

Acting on the climate emergency requires that we change the way we think, make decisions, and prioritise action. We must embed proactive climate responses in the ways we govern, live our lives, and conduct our work. Every choice we make today and into the future will have an impact; this is true for Council and the community.

Acknowledging the scale of this crisis, at Yarra we are committed to ensuring that every job is a climate job meaning that each staff member will play a key role in shaping our climate response.

Safety & Risk

- Role model a positive Organisational risk management/safety culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Comply with the Occupational Health and Safety Act, related Regulations and defined OH&S policies, procedures, safety rules and Safe Working Procedures and implement and monitor the organisation's OH&S policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OH&S standards.
- Monitor health and safety performance and rehabilitation performance within your area of responsibility and initiate actions to improve health and safety, including facilitating rehabilitation of injured workers.
- Review any health and safety related reports and take appropriate action to resolve safety issues.
- Ensure consultation with employee health and safety representatives, particularly on any workplace changes that have health and safety implications.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.
- Ensure all employees understand their legal obligation under the OH&S Act and that they receive regular training to perform jobs safely.
- Experience in developing and maintaining a Municipal Emergency Management Plan (MEMP) in line with relevant legislation and guidelines is desirable.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Yarra Values

Role model behaviour which exhibits the following values which underpin our efforts

to build a service-based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews

- Respect
- Accountability
- Courage

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The incumbent has the authority to take reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements
- Decisions taken by the incumbent may have an effect on the outcome of programs and the overall success of the Risk and Safety objectives, and the perception of the wider organisation
- The authority and freedom to act in the position is governed by broad Council and Branch goals, policies and budgets of the Risk and Safety Branch with periodic reviews and guidance from the Manager Risk and Safety
- Accountable for ensuring the Manager Risk and Safety is informed of any key situations, significant incidents and potential liabilities.

JUDGEMENT AND DECISION MAKING

- The Senior Risk Advisor may be required to use judgment and professional knowledge and experience to make decisions in order to minimize Council's risk to exposure in immediate circumstances.
- There is a requirement to act independently and utilize a range of skills to analyse loss exposure and a requirement to identify alternative options for dealing with risk exposures.
- Most decision making will be based on Risk Management principles and/or precedent liability case law. However in order to deal with changing risks, incumbent will be required to improve and/or develop new methods, procedures or techniques in order to control and manage the risks.
- The position requires decision making based on understanding and knowledge of organisational goals and objectives, and the specific operational requirements as they relate to Risk and Safety.

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and understanding of the theory and practice of Risk Management principles, and their application in a local government environment
- Knowledge of and ability to interpret insurance policies is an advantage
- Ability to prepare reports and recommendations on risk management
- A working knowledge of claims management processes
- Knowledge of and ability to interpret current legislation applicable to Council in the area of insurance and risk management
- Ability to analyse and interpret data.

MANAGEMENT SKILLS

- Ability to plan, prioritise and deliver within timeframes in an environment of change and conflicting demands, taking into account organisation and external constraints opportunities.
- Ability to train, motivate, mentor and develop staff in the area of Organisational Risk Management.
- Project management skills.
- Ability to initiate projects and recommend to the Manager improvements within the team and contribute to the strategic directions of the Branch.

INTERPERSONAL SKILLS

- Proven ability of influencing, leading, developing other employees and building positive relationships with all levels of staff together with a strong commitment to continuous improvement and customer service.
- An effective consultative and facilitation style demonstrated by good interpersonal skills used to work in a collaborative manner.
- Excellent verbal and written communication and presentation skills and the ability to apply these to a range of situations, and to presenting information to various audiences.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in Risk Management or a related field, such as OHS, Business Continuity or Corporate Governance (minimum Diploma level)
- Significant experience in a professional Risk Management role or equivalent experience in a specialist role with diverse on the job experience.
- Proven track record of achievement in the successful implementation of an Organisational Risk Management Framework.
- Evidence of leadership and motivational abilities in a complex environment.
- Experience in organisation wide policy and procedure development and implementation is desirable.
- Lead Auditor qualification and/or experience is desirable
- Cert IV in Workplace Training & Assessment is desirable
- Experience and competencies in the area(s) of insurance claims management is desirable.
- General insurance claims management.
- Conducting Risk Assessments.
- Preparing Risk Management reports including best practice advice
- Delivery of high quality Risk Management training programs.
- Monitoring Organisational Risk Management performance.
- Support Risk Management Committees.
- Undertaking effective incident investigations
- Developing and maintaining business Continuity Plans.

KEY SELECTION CRITERIA

1. Significant experience as an Organisational Risk Management professional or equivalent experience in a specialist role and diverse on the job experience.
2. Proven record of influencing, leading and building positive relationships with all levels of staff together with a strong commitment to continuous improvement.
3. Experience with the implementation of an Organisational Risk Management Framework.
4. Preparing Risk Management reports including best practice advice – including conducting Risk Assessments.
5. Reviewing & supporting maintenance of Organisational Risk Register.